



MS WORD TEMPLATES & ONLINE FORMS

INF1234

PURPOSE: This specialized word-processing class will introduce the student to methods for creating, editing, and managing templates in MS Word.

LEARNING OUTCOMES: Upon completion of this course, employees will be able to perform the MS Word formatting and create templates functions described below.

CONTENT:

- Locate the Word templates folder
- Create a personal templates folder
- Fill in a preexisting template
- Create a new template from scratch
- Learn template design techniques
- Learn to use text form fields to create areas to be filled in
- Create check boxes and drop-down lists
- Create underlines that you can type on without distortion

METHODS: This course utilizes a combination of lecture with examples and “step-by-step” exercises that demonstrate the various aspects of creating and using Word templates

LENGTH: 3 hours / 1 session

AUDIENCE: Employees who need to create templates in MS Word that they and/or others in their group need to fill in using a personal computer

PREREQUISITES: Completion of a Level 2 (Intermediate) MS Word class (or the equivalent knowledge)

CEU CREDITS: Not offered for this course